

Committee 1941-42

File

Committee 2287

MEMORANDUM

January 15, 1942

Supplementing my memorandum of December 23, 1941, it is hereby provided that the following additional committee membership has been made:

PLANNING (Radio and Pamphlets)

Mr. G. L. ... ✓

The following constituted the membership of the designated committee:

PLANNING (Radio and Pamphlets)

Colonel ... ✓  
Mr. ... ✓  
Mr. ... ✓  
Mr. ... ✓  
Mr. ... ✓

PLANNING (Radio and Pamphlets)

Mr. Poynter ✓  
Mr. Deuel ✓  
Mr. Warburg ✓  
Mr. Phillips ✓  
Mr. Stanley ✓  
Mr. Taylor ✓  
Dr. Langer ✓  
Mr. Barnes ✓  
Mr. West ✓  
Dr. Remer ✓

PLANNING (S.I.S. and S.O.S.)

Mr. Bruce ✓  
Mr. Phillips ✓  
Mr. Wiley ✓  
Col. Solborg ✓

William J. Donovan

Carbon copies sent to all those listed above.

In order to correct  
any misunderstanding of following  
captioned the membership of

January 12, 1946

MEMORANDUM

Supplementing my memorandum of December 23,  
it is hereby provided that the following additional  
committee assignments <sup>have</sup> been made:

Planning;  
(Radio and Pamphlets)

Dr. C. F. Remer

~~Planning;~~  
~~(S.I.S. and S.O.S.)~~

~~Mr. Dewitt C. Poole~~

The following constitutes  
the membership of the  
designated committee.

*File*  
 2387 *Committee*  
*A. Deuel*  
*A. P. Taylor*

December 23, 1941

MEMORANDUM:

The following committees have been set up in order to plan and coordinate the activities relating to S.I.S., Sec.S., radio and pamphlets.

It is purposed to have the distinctive planning committees prepare proposals, and then to have the directive committee coordinate the various proposals, so that there would be one unified plan.

The membership of these committees is as follows:

Directive Committee

Colonel Donovan  
 Mr. Sherwood ✓  
 Dr. Baxter ✓  
 Mr. Phillips ✓  
 Mr. Hayden ✓

Planning  
 (Radio and Pamphlets)

Mr. Poynter ✓  
 Mr. Deuel ✓  
 Mr. Warburg ✓  
 Mr. Phillips ✓  
 Mr. Stanley ✓  
 Mr. Taylor ✓  
 Dr. Langer ✓  
 Mr. Barnes ✓  
 Mr. West ✓

*Rimmer*

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Planning  
(S.I.S. and S.O.S.)

Mr. Bruce ✓  
Mr. Phillips ~~✓~~  
Mr. Wiley ✓  
Colonel Solborg ✓

It is at his own request that Mr. Phillips has asked to be on these committees in an advisory capacity. This has been done so that he will be the liaison man on all three committees. It is expected that this will require his full time, and he has also asked that he be relieved of all of his obligations on S.I.S. as soon as it can be turned over to Mr. David Bruce. Mr. Bruce has been designated as S.I.S. and will take over at once.

It is urged upon all who have suggestions as to suitable men for duty abroad to give their suggestions to Mr. Bruce

Copies to Sherwood, Baxter, Phillips, Hayden, Poynter  
Deuel, Warburg, Stanley, Taylor, Langer, Barnes,  
Bruce, Wiley, Solborg, ~~Wick~~, Lerner



COORDINATOR OF INFORMATION  
WASHINGTON, D. C.

2287  
JLC

~~TO: [illegible]  
FROM: [illegible]  
SUBJECT: [illegible]  
DATE: [illegible]  
CLASS: [illegible]~~

Is it correct that this, please  
O.K. this information.

*WJF*  
W. J. F.

*OK*  
*W. J. F.*

December 23, 1941

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Mr. Sherwood  
Dr. Baxter  
Mr. Phillips  
Mr. Hayden

Planning  
(Radio and Pamphlets)

Mr. Poynter  
Mr. Deuel  
Mr. Warburg  
Mr. Phillips  
Mr. Stanley  
Mr. Taylor  
Dr. Langer  
Mr. Barnes

- 2 -

Planning  
(S.I.S. and S.O.S.)

Mr. Bruce  
Mr. Phillips  
Mr. Wiley  
Colonel Solborg

It is at his own request that Mr. Phillips has asked to be on these committees in an advisory capacity. This has been done so that he will be the liaison man on all three committees. It is expected that this will require his full time, and he has also asked that he be relieved of all of his obligations on S.I.S. as soon as it can be turned over to Mr. David Bruce. Mr. Bruce has been designated as S.I.S. and will take over at once.

It is urged upon all who have suggestions as to suitable men for duty abroad to give their suggestions to Mr. Bruce.

Copies to Sherwood, Baxter, Phillips, Hayden,  
Paynter, Deuel, Warburg, Stanley, Taylor, Langer,  
Barnes, Bruce, Wiley, Solborg.

## COORDINATOR OF INFORMATION

270 MADISON AVENUE  
NEW YORK

December 5, 1941.

MEMORANDUM for Mr. Sherwood.

In order to facilitate the operation of a more aggressive short-wave attack I have proposed to set up our Planning and Directive Committees as follows:

### PLANNING:

Wallace Duwel, Chairman  
John Wiley  
James Warburg  
Edmund Taylor  
Dr. M. Langer  
Wallace Phillips  
Nelson Poynter, ex officio

### DIRECTIVE:

Robert Sherwood, Chairman  
Dr. Baxter  
David Bruce  
Mr. Hayden  
Mr. Roper  
General McCoy

If you have any suggestions to make, please let me know. If you approve the committees as constituted, set them up and advise me.

W.J.D.

## PROPOSED DRAFT

August 26, 1941

Mr. A.V. Miller, Treasurer,  
New York Herald Tribune,  
230 West 41st Street,  
New York City.

Dear Mr. Miller:

I am writing to you to ask permission to quote, from time to time, news articles in the New York Herald Tribune on short-wave radio programs to foreign countries. I would like to explain briefly the situation behind this request.

The Office of Coordinator of Information was created by Executive Order; its name describes its function. It is expected to receive here, from all available sources, information which has a bearing on national defense. For the most part, this information will be used exclusively by the government, without publication. In no case, will the information coming into this office be made available to the public, or to newspapers or to radio stations broadcasting to the American people.

We have, however, one project which falls in a somewhat different category. We propose to work in cooperation with short-wave broadcasting stations in an effort to make their programs integral parts of the defense program and truly reflective of the foreign policy of the United States. These stations have welcomed this project, and machinery is at present being set up which will enable this office to achieve this purpose.

Besides information coming to us from government sources, as you will understand, we shall need the leased-wire facilities of the news services and permission to quote from editorials and news articles in the principal papers. This would be done in every case with attribution of source, and the quotations would be used in programs chiefly in foreign languages and directed exclusively at foreign audiences.

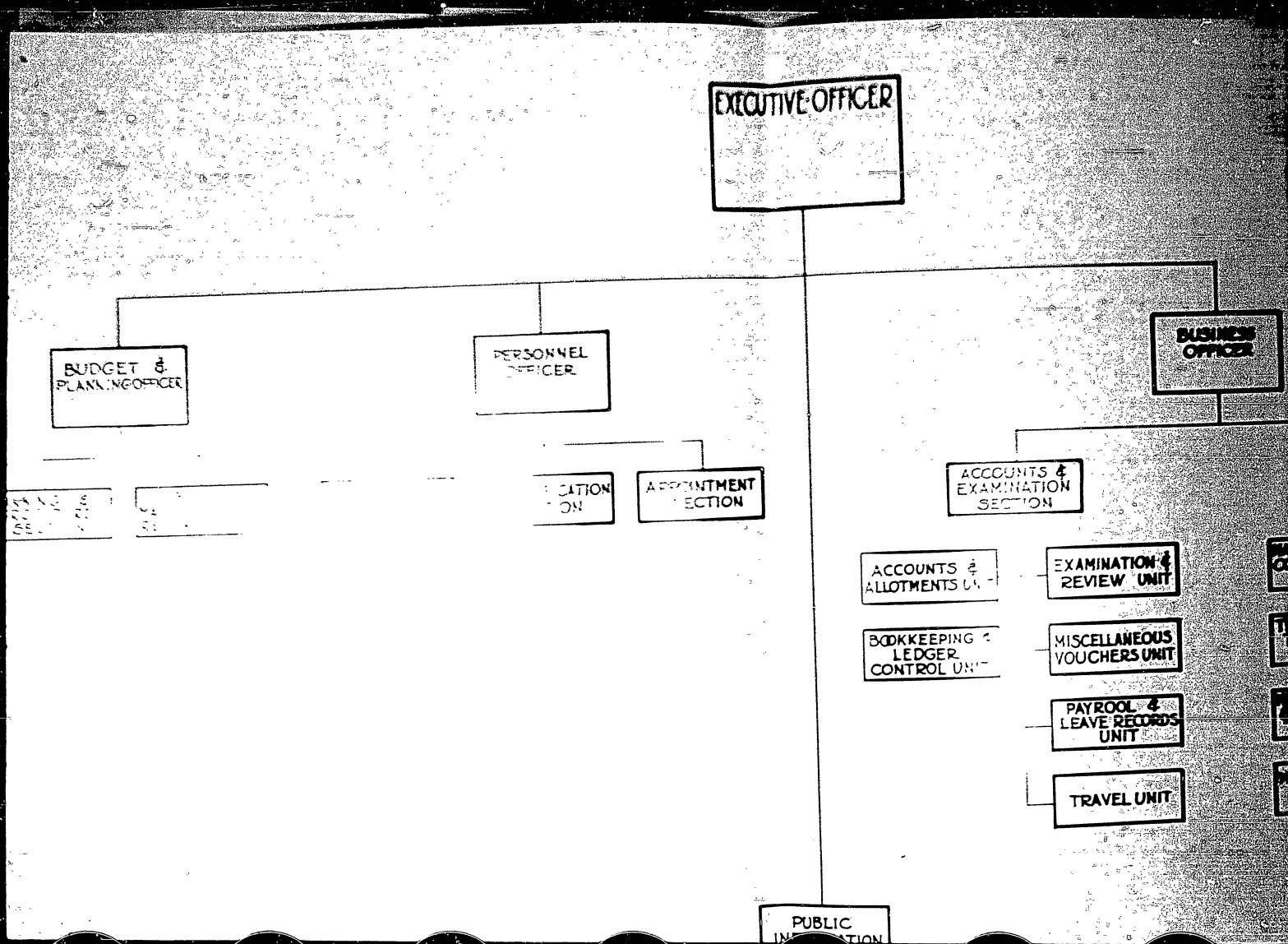
I hope you may see your way clear to giving us this permission.

Sincerely yours,

Robert E. Sherwood

This letter to be sent also to  
Edwin L. James, Managing Editor, New York Times  
Carroll Binder, Foreign Editor, Chicago Daily News  
Henry R. Luce, Time and Life  
Rex Smith, Managing Editor, Newsweek  
Managing Editor, Christian Science Monitor  
Managing Editor, Chicago Tribune (?)





**EXECUTIVE OFFICER**

**PERSONNEL OFFICER**

**BUSINESS OFFICER**

**CLASSIFICATION SECTION**

**APPOINTMENT SECTION**

**ACCOUNTS & EXAMINATION SECTION**

**SERVICE OPERATIONS SECTION**

A. TS & UNIT  
A. TS UNIT

EXAMINATION  
RECORDS

B. PING & UNIT  
C. UNIT

MISCELLANEOUS  
VOUCHERS

PAID  
LEAVE

TRAVEL UNIT

MAINTENANCE & REPAIRS  
UNIT

PURCHASE SUPPLY & PROPERTY  
CONTROL UNIT

MAINTENANCE & REPAIRS  
UNIT

CORRESPONDENCE  
MAIL UNIT

MAINTENANCE & REPAIRS  
SUB UNIT

REDUCTION UNIT

MESSAGE CENTER  
SUB UNIT

STENOGRAPHIC POOL

**PUBLIC INFORMATION**

## BOARD OF ANALYSTS

Chief - James P. Dexter, III  
Asst. - Richard d'A. Belin  
Secy. - Mrs. Frances J. Wells

Doctor Donald C. McKay  
Secy. - Mary F. Hamly

Doctor J. Rolston Hayden

Doctor Edward S. Mason

Doctor Calvin H. ...

(Doctor E. M. Ear ...)

Doctor William L. Langer  
also Coördinator with Library  
Secy. Mrs. Mildred Peacock

ECONO  
Douglas

PSYCHO

Chief - *James P. Gurnea*  
Asst. - *Geofford A. Belin*  
Secy. - *Mrs. Frances J. Wells*

*Capt. C. Douglas Dillen*

*Donald C. McKay*  
*Mary F. Hamly*

*J. Reiston Hayden*

*Edward C. Mason*

*Calvin C. Cover*

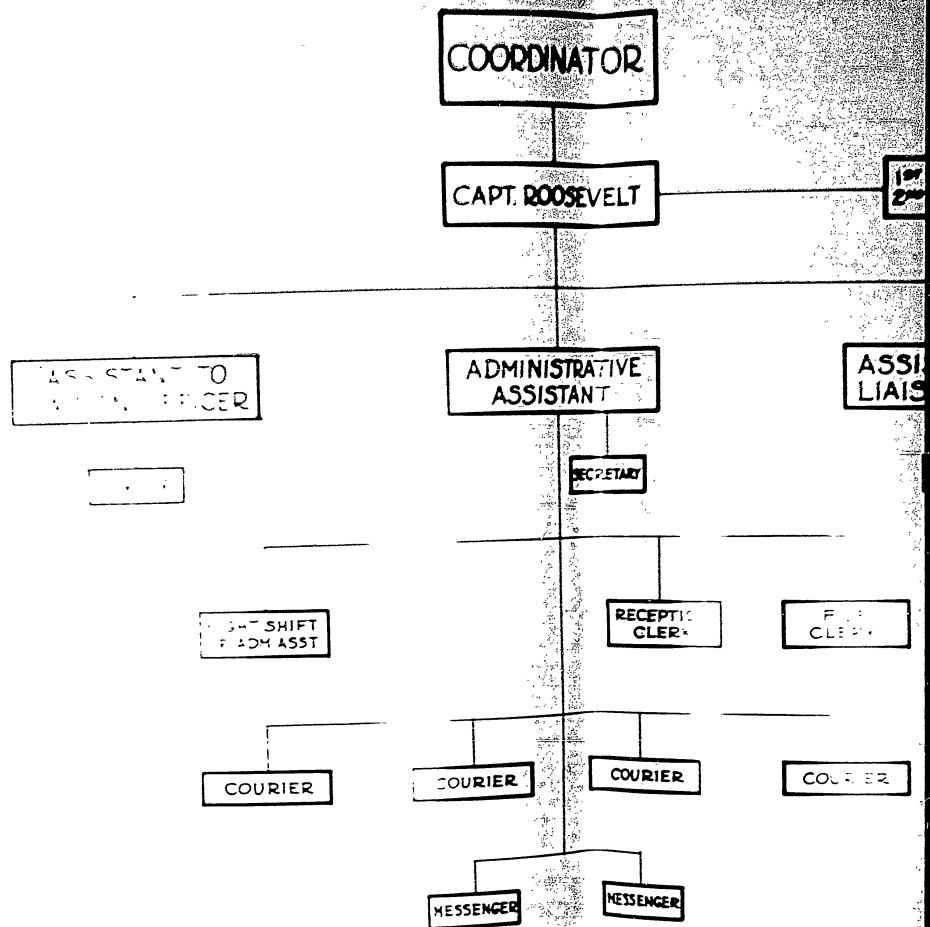
*Doctor E. M. (e)*

*William L. Langer*  
Coordinator with Library  
Secy. *Mrs. Mildred Peacock*

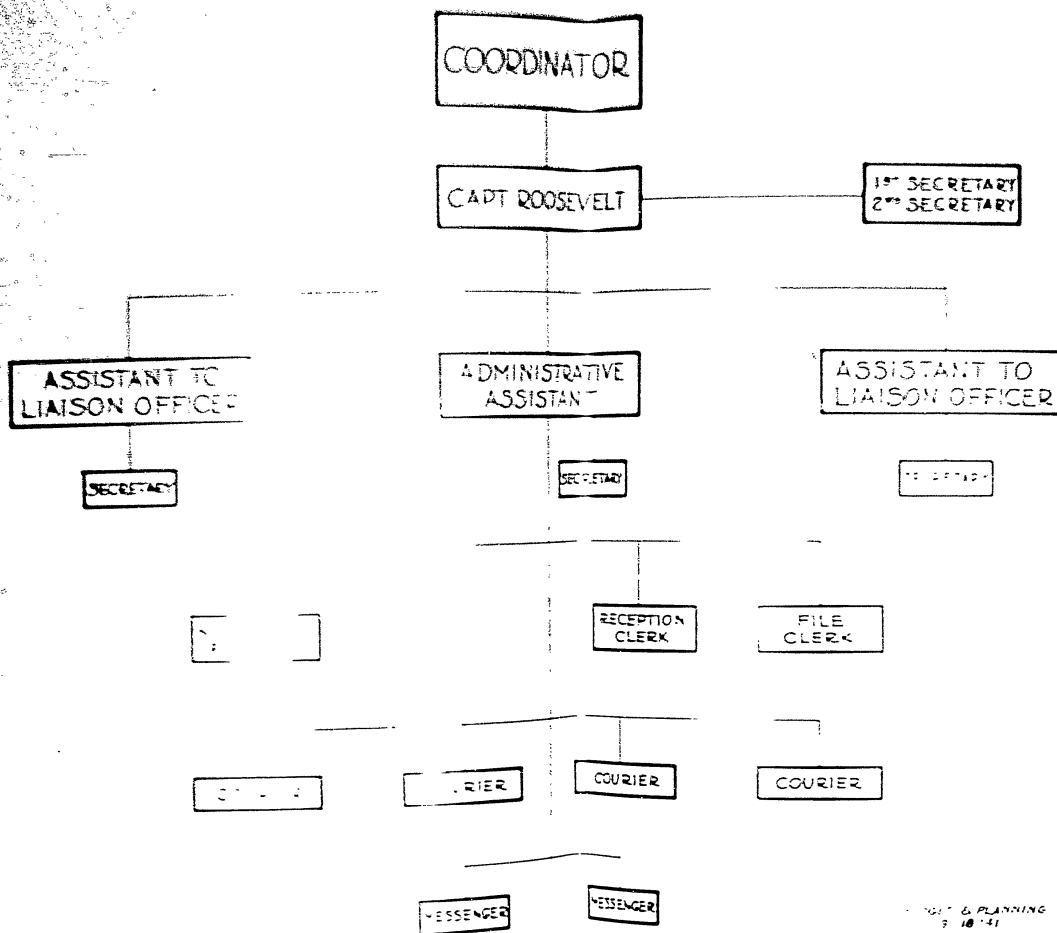
**ECONOMISTS**  
*Douglas Miller*

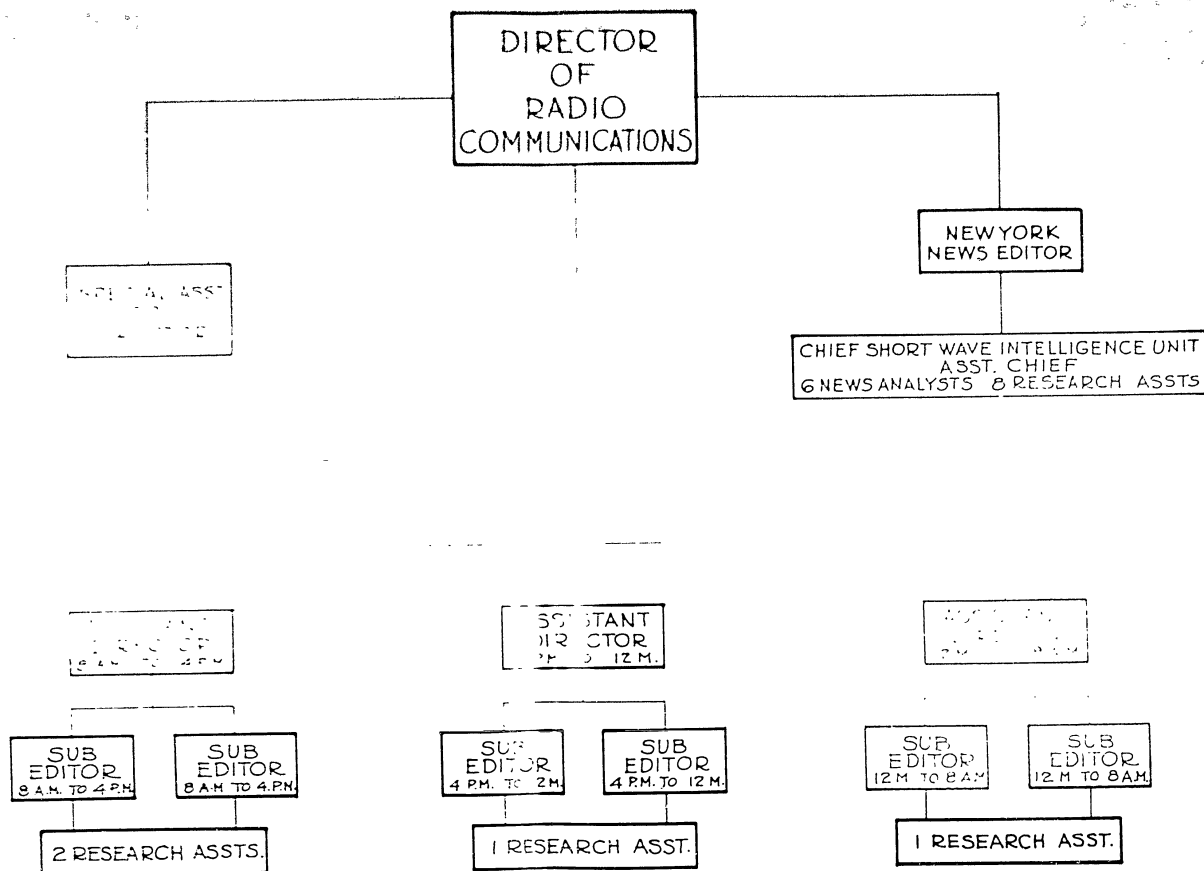
**PSYCHOLOGISTS**

**LIBRARY of CONGRESS**









BUDGET & PLANNING  
9/10/41

August 23, 1941

MEMORANDUM

TO: Robert E. Sherwood  
FROM: William J. Donovan

I am attaching copies of my letter to the Federal Communications Commission of August 21, and copies of the reply of Chairman Fly dated August 22, 1941.

W.J.D.

Enclosures (2)

August 21, 1948

Honorable James Lawrence Fly,  
(Chairman  
Federal Communications Commission  
Washington, D. C.

Dear Mr. Chairman:

I would appreciate it very much if you would indicate whether, in the light of the present emergency, it would be consistent with the public interest and with the regulations and practices of the Federal Communications Commission should this office request certain of the international broadcast licensees to permit other of such licensees to do a substantial part of the programming of their stations.

This is especially desirable because of a shortage of good, reliable linguistic and journalistic talent for foreign broadcasts.

This office is of the opinion that an arrangement of this character would increase the effectiveness of American short-wave broadcasts as a whole. It would not wish, however, to carry forward the idea with licensees concerned, without assuring itself first that such action and principle would meet with no objection from the Commission.

Sincerely,

William J. Donovan.

WJD:14/n

## COMMISSIONERS

JAMES LAWRENCE FLY, CHAIRMAN  
 RAY G. WAKEFIELD  
 PAUL A. WALKER  
 NORMAN S. CASE  
 T. A. M. CRAVEN  
 GEORGE HENRY PAYNE

FEDERAL COMMUNICATIONS COMMISSION  
 WASHINGTON, D. C.

ADDRESS ALL COMMUNICATIONS  
 TO THE COMMISSION

SECRETARY  
 T. J. OLWIS, SECRETARY

August 22, 1941

*Boyle*

Colonel William J. Donovan  
 Coordinator of Information  
 Federal Trade Commission Building  
 Washington, D. C.

Dear Colonel Donovan:

I am pleased to acknowledge the receipt of your letter of August 21, 1941, in regard to a proposal that certain international broadcast station licenses do a substantial part of the programming of other international broadcast stations.

In view of the unique problems facing international broadcast stations, I am sure the Commission would have no objection during the present emergency to the particular program outlined by your letter, so long as it continues to meet with your approval and the approval of the other interested departments and agencies, and proceeds under your general guidance.

Very sincerely yours

*James Lawrence Fly*  
 James Lawrence Fly  
 Chairman



# COORDINATOR OF INFORMATION

270 MADISON AVENUE  
NEW YORK

August 26, 1941

Col. Wm. J. Donovan  
Coordinator of Information  
Federal Trade Commission Building  
Washington, D. C.

Dear Bill:

Enclosed are drafts of two similar letters to be sent to the A.P., the U.P., and the editors of certain important papers. This is of considerable importance as we are having difficulty getting the A.P. and U.P. services which are, of course, essential. In the case of the Herald Tribune, Times, Chicago Daily News and the other papers listed, we should be able to make use of their foreign news coverage and I am sure they will grant permission to do so if we ask them.

I do not wish to sign and send out these letters on my own authority and I want your okay on them. In fact, I think it would be all the more effective if the letters were signed by you.

I shall be grateful for an immediate reply on this as we need to get this matter settled.

Enclosed also is a memorandum arising from the one written by Nelson Poynter which you sent to me for comment.

Yours,

*Bob Sherwood*  
Robert E. Sherwood

S:A  
Encl. 3

Bill -  
On second thought, perhaps I should sign these letters as they are coming from the N.Y. office. If you approve, you can have someone telephone me - or dictate a revised draft.

COORDINATOR OF INFORMATION  
WASHINGTON, D. C.

November 20, 1941

Dear Sumner:

To confirm our conversation by telephone, I enclose herewith a rough draft of a letter on the subject of the proposed new Branch. Please make such use of it as you may see fit.

Yours sincerely,

Honorable Sumner Welles,  
Under Secretary of State  
Department of State  
Washington, D. C.

ROUGH DRAFT of a proposed letter from the Under Secretary of State to the Coordinator of Information.

November 29, 1941

Sir:

In confirmation of the conversations which have been had with you on the subject, I wish to inform you that the Department of State would be glad if, within your office, a Branch could be set up for the purposes of:

(1) Maintaining contact with numerous persons, as desired by the Department of State, including personalities who arrive from abroad with the idea of influencing American opinion and governmental policy in the field of foreign affairs;

(2) Coordinating all available information and preparing reports which will enable the American Government, and the Department of State in particular, to be currently acquainted with sentiment, activities and cross-currents within foreign-nationality groups and factions in the United States as these relate to foreign affairs, and the identities and character of their leaders, press and radio, as these relate to foreign affairs. The Department, moreover, would desire current reports on particular situations.

The Department urgently desires to have studies of this kind made for its benefit and use and to have the work handled in COI by persons of diplomatic and foreign political experience, who are familiar with the State Department's methods and requirements.

The activities of the Department in this field are limited by usage and considerations of practicability, and it is felt

- 2 -

that outside of the Department there is no agency of the Government more appropriate and competent to undertake this work than COI. I shall therefore be grateful if you would give the matter your urgent consideration.

✓  
10/15/41  
+ 10/15/41  
+ 10/15/41  
October 15, 1941

Mr. O. P. Gascoigne  
District Commercial Manager  
Government Service  
The Chesapeake & Potomac  
Telephone Company  
Washington, D. C.

Dear Mr. Gascoigne:

Mr. Cecil W. Barnes, Business Officer, whose identification signature appears in the lower left hand corner of this letter, has been delegated authority to order all necessary installations, moves, and changes of telephone service for the Office of the Coordinator of Information.

This authorization shall continue effective until revoked by me in writing.

Very truly yours,

William J. Donovan

Identification signature:

C. W. Barnes, Business Officer

CWB:lc



COORDINATOR OF INFORMATION

WASHINGTON, D. C.

October 31, 1941

MEMORANDUM

TO: Colonel Wm. J. Donovan

FROM: Nelson P. Poynter

SUBJECT: Names for the effective branch of  
your organization.

Here are possibilities:

1. News Branch
2. Publicity Branch
3. Pro U.S. Publicity Branch
4. Communications Branch
5. Information Branch (as you know, most govern-  
ment publicity operations are called  
"Divisions of Information")

Organization  
x Reports  
x CPM

October 9, 1941

Mr. Herbert Emmerich  
Executive Secretary  
Office of Production Management  
Washington, D. C.

Dear Mr. Emmerich:

Will you kindly make the following change in the arrangement for delivery of future copies of the Office of Production Management secret monthly report "Defense Record".

Instead of delivering it to my office, deliver it to Captain James Roosevelt, Room 114 of the South Building, 45th and E Streets, N. W.; the messenger not to deliver "Defense Record" unless it is signed for by one of the following names: Captain Roosevelt, Eugene B. Wilson, George C. Clark, Jr., or Davis W. Snow.

Enclosed is a card bearing the signatures of these four men for use by messenger.

This arrangement will stand until countermanded.

This change in delivery method is to provide greater security.

I repeat my assurance that this report will be distributed only among the executive members of my staff.

Very sincerely yours,

Snow:Foy

William J. Donovan  
Coordinator of Information

October 9, 1941

Mr. Stacy May, Chief  
Bureau of Research and Statistics  
Office of Production Management  
Washington, D. C.

Dear Mr. May:

Will you kindly make the following change in the arrangement for delivery of future copies of the Office of Production Management secret weekly bulletin "Defense Progress".

Instead of delivering to my office, deliver it to Captain James Roosevelt, Room 114 of the South Building, 25th and E Streets, N. W.; the messenger not to deliver "Defense Progress" unless it is signed for by one of the following names: Captain James Roosevelt, Duane B. Wilson, George O. Clark, Jr., or Davis W. Snow.

Enclosed is a card bearing the signatures of these four men for use by messenger.

This arrangement will stand until countermanded.

This change in delivery method is to provide greater security.

I repeat my assurance that this report will be distributed only among the executive members of my staff.

Very sincerely yours,

Snow:Foy

William J. Donovan  
Coordinator of Information

COORDINATOR OF INFORMATION

OFFICE NOTICE

TO: All Employees of the Coordinator of Information  
FROM: Executive Officer  
SUBJECT: Change in Office Hours

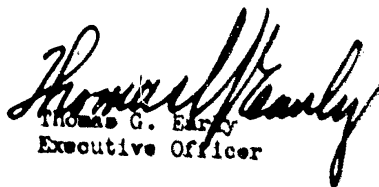
Effective on Wednesday, October 11, the official working hours for all daytime employees of the Coordinator of Information are as follows:

Monday through Friday - 8:45 a.m. to 4:30 p.m.

(45 minutes for lunch)

Saturday - 8:45 a.m. to 12:45 p.m.

This schedule is designed to accord with Budget Bureau plans for relieving traffic congestion in the area where Coordinator of Information employees are housed.

  
Thomas G. Early  
Executive Officer

September 30, 1941